



Travel and Business Expense Policy		<i>Department:</i> Finance-Accounting	
		<i>APP No.</i> FIN-002	
<i>Department Manager:</i> Controller	<i>Revised:</i> August, 3, 2022	<i>Original Effective Date:</i> July 1, 2017	Page 1
<i>Subject:</i> The Linfield University Travel and Business Expense Policy serves as the guideline for all travel and business expenses (whether charged on a University credit card, submitted as an advance or a reimbursement request).		<i>Applicable Divisions:</i> All	

Section

PURPOSE

- A. To insure that University employees exercise good judgement and stewardship of the University’s limited financial resources used for travel.
- B. To provide for consistent treatment (payment, allowance or reimbursement) of all travel and business related expenses.
- C. To follow Internal Revenue Service (IRS) “accountable plan rules” in providing non-taxable reimbursements to its employees. See IRS Publications 463 and 535 for further guidance.
- D. To assist in tracking and reporting for Green House Gas/Carbon Footprint Emissions.
- E. To help employees obtain prompt reimbursement for out-of-pocket travel and business expenses.

POLICY OUTLINE

1. **Approval Process**
2. **Meals**
3. **Reimbursement for Out-of-Pocket Expenses**
4. **Lodging**
5. **Travel Arrangements and Reservations**
6. **Travel Advances**
7. **Procedures and Cooperation**
8. **Disallowed, Non-reimbursable Expenses**

1. APPROVAL PROCESS

The Employee & Supervisor

- Prior to travel for University business, the employee is responsible for obtaining the approval of their direct supervisor.
- While an assistant may help with the review of the forms, they may not sign on behalf of a supervisor or sign the name of the supervisor.

Travel and Business Expense Policy

- Supervisors approving travel expense for an employee with a University credit card, are required to enforce the Credit Card Policy regulations.
- A Supervisor approved Travel Advance or Expense Reimbursement (TAR) form must be submitted to the Accounts Payable Office within 30 days of completion of the travel or event.
- Per IRS Guidelines, a (TAR) or VISA report received more than 60 days after the trip will be reported through Payroll as a taxable benefit to the employee.

Non-University Employee Reimbursement for Expenses

- Travel expenses for those other than University employees, such as guest speakers, consultants, and prospective employees, are subject to this policy.
- The sponsoring office is responsible for informing the traveler of the University policy.
- Reimbursements will not be made without complete original itemized travel receipts.

Contract/Grant Expenditure Reimbursement

- Awarded contracts and/or grants may have more restrictive policies than the University policies. In these cases, Grant agreements will be enforced. Employees are responsible for knowing and adhering to these limits prior to incurring expenses.

2. MEALS

When an employee is traveling away from home on University business overnight, or incurs expenses for three consecutive meals while away from campus (except as noted below for certain frequent travelers), payment for meals will be on a per diem basis **only**, with the total per diem amount as derived from State of Oregon policies and adjusted annually on January 1. The rates effective July 1, 2022 are as follows:

Breakfast	\$ 14.75
Lunch	\$ 14.75
<u>Dinner</u>	<u>\$ 29.50</u>
Total	\$59.00

Employees whose responsibilities include frequent travel for recruitment and/or fundraising may be reimbursed, without overnight stays, for lunch and/or dinner at per diem amounts with the approval of their department head or equivalent.

When attending a conference where meals are included, you will NOT receive per diem for those meals provided (unless a valid reason is provided).

Entertaining Official University Guests

When acting on official University business, with official guests, and with pre-approval of the President or divisional Vice President, employees may be reimbursed for reasonable meal expenses and may consume and be reimbursed for appropriate alcohol purchases. “Appropriate” will be construed as one drink per person per dinner. A corkage fee for a bottle of wine during these official business meetings can be reimbursed, but not to exceed one bottle per event. No reimbursements will be made for lunchtime alcohol purchases.

University Events

University funds may be used to provide food at a seminar, retreat, workshop or orientation with prior approval of divisional Vice President. Invoices, payment requests or Credit Card original receipts for these expenditures must include a description of the business purpose of the gathering and a list of attendees. Under this policy, the college may also provide food and/or refreshments at Board meetings, meetings with external stakeholders (alumni, community groups, etc.), meetings with external speakers, activities involving volunteers, and activities at which a majority of the participants are students.

No alcohol may be served at activities at which a majority of the participants are students. Under rare circumstances, exceptions will be considered by the Dean of Students.

The Vice President for Finance and Administration must pre-approve alcohol reimbursements covering specific University events, including department-based activities.

Gatherings that are primarily social in nature and attended solely by college employees, for example, staff breakfast/lunch/dinner, including departmental retirement celebrations and holiday parties, do not qualify for payment or reimbursement from the University for any food or beverage, including alcohol.

The University will not pay for or reimburse meal expenses that lack documentation or a clear business purpose.

3. REIMBURSEMENT FOR OUT OF POCKET EXPENSE

- If seeking reimbursement for out of pocket expenses, use the Linfield College **TAR** form and check the “Travel Reimbursement (Actual Costs)” box.
- Receipts are required for reimbursement other than meals while traveling, which are reimbursed at the per diem rate (Section 2) and must include at least one of the following types of supporting documents:
 - Original merchant detailed receipt (photos are accepted), invoice marked PAID, hotel folios, passenger travel receipts or rental car return receipts are required, if not available then,
 - Original credit card receipt(s), with itemization – if no credit card receipts, then,
 - A confirmation email or web acknowledgement of payment showing the detail of the expense.

A copy of an employee’s credit card statement and/or a summary charge slip, is not sufficient support documentation.

Information required on receipts and supporting documentation:

- Business Purpose for the expense
- Date of purchase
- Vendor name
- Itemized description of goods, services, meals and/or drinks,

- Names of all individuals partaking in the meals or a description of the group and number of attendees if hosting a large group event (over 10 persons.)
- Price in US dollars
- Miles traveled, if appropriate

4. LODGING

- Employees will be reimbursed for actual lodging costs but should use moderately priced accommodations where possible. Exceptions may be made for high-cost conference sites where the choice of location is not within the control of the employee.
- Reservation receipts are not adequate to support the expense. A check in/check out folio from the establishment is required to show proof of occupancy.
- Lodging is reimbursed only if the lodging and event is 100 miles or more away from the home campus.

5. TRAVEL ARRANGEMENTS AND RESERVATIONS

- The University does not have a designated or preferred travel agency. Employees may make their own arrangements or contact an agency of their choice for all commercial, domestic, and international flights, including airline/rail tickets, rental cars, and hotels.
- The use of internet travel booking sites is allowed and employees who hold a University credit card should use their University credit card for these purchases when possible. Others who pay out-of-pocket would submit those charges for reimbursement using the **TAR** form.
- The University also expects that the traveler is aware of all restrictions, penalties, and possible additional fees that are attached to certain travel offers. It is expected that the traveler will use good judgment in booking flights so as not to incur additional expenses. However, the University will reimburse reasonable change fees if deemed necessary, or penalty fees for non-refundable tickets when trips are cancelled.

Airline Travel

- All employees are expected to fly the most economical and appropriate flight option available. Reservations should be made far enough in advance to obtain an economical fare. First Class or Business tickets require approval by the Vice President for Finance & Administration prior to purchasing the tickets.
- All awards gained by employees through airline incentive programs are the property of the employee. However, responsible stewardship requires employees to choose the most economical flight option for the University rather than attaining mileage points/dollars as the primary incentive.
- Checked Baggage fees are allowed and excess weight/baggage fees are allowed when a traveler is required, for a business purpose, to carry equipment, books, etc. that cause normal weight limits to be exceeded.

Travel and Business Expense Policy

Automobile – Business Use of a Car when Traveling

- Employees are encouraged to use University vehicles wherever possible. Refer to the policy at: [Transportation Policy](#) if using a Linfield University vehicle.
- No employee is authorized to use a privately owned vehicle on University business unless such vehicle is covered by automobile insurance meeting minimum Oregon state requirements. The employee and/or the vehicle's owner is personally liable. The University does not provide property damage or liability insurance coverage and accepts no responsibility for accidents and injuries for employee travel in privately owned vehicles.
- Use of a privately owned and insured vehicle is authorized when a University vehicle is not available or if employees are required to use their personal vehicle to perform job duties. Employees will be reimbursed for actual mileage. Each trip must be itemized on the **TAR**.
- The cost of driving vs. commercial airline travel (plus parking, shuttle service, etc.) should be discussed with the supervisor before travel arrangements are confirmed. The least expensive option will be reimbursed regardless of the actual miles driven.
- Use of an employee's automobile on University business will be reimbursed at the current Internal Revenue Service mileage rate less \$.02 and the college rate will change annually on January 1. This mileage rate is in lieu of actual gas and maintenance costs.
- Reimbursement for two or more persons traveling in the same private automobile shall be limited to the mileage reimbursement to the driver.

Automobile – Business Use of Personal Car

- Business travel during normal business hours assumes you start from your home campus unless your residence is closer to the destination. For example, if an employee's home campus is McMinnville and has a meeting at the Portland campus or going to PDX, but lives in Salem, the reimbursed mileage is calculated from the McMinnville campus to the Portland campus or PDX.
- Actual mileage may be allowed from the traveler's residence only if the University business requires traveling on a normally scheduled day off, or outside of normal business hours.
- Below is a chart of the fixed miles the University will reimburse for work day travel:

	<u>Each Way</u>	<u>Round Trip</u>
McMinnville Campus to Portland Campus	45	90
Portland Campus to McMinnville Campus	45	90
Portland Campus to PDX Airport	13	26
McMinnville Campus to PDX Airport	60	120
McMinnville Campus to East Portland Campus	57	114
East Portland Campus to McMinnville Campus	57	114

- Actual mileage is requested as an expense reimbursement after travel is complete (not in advance).

Automobile – Rental

- Employees are urged to use University vehicles wherever possible by emailing fleet@linfield.edu for a reservation several days in advance of when you need a vehicle.
- Car rental service may be utilized only when other ground transportation is not practical.

- Drivers must carry the proper license in accordance with the vehicle class and the number of passengers transported.
- Rental arrangement of the least costly compact, standard, or midsize vehicle available are to be used, taking into consideration the number of passengers, luggage, equipment, etc.
- Gasoline charges on a rental car will be reimbursed with submission of an original receipt and the rental agreement. Rental cars should be returned to the rental agency with a full tank of gas to avoid expensive refueling charges.
- The University will not reimburse or pay for the Collision Damage Insurance commonly offered by rental companies, except for rentals in foreign countries. If Personal Accident Insurance is elected on rentals, it is at the traveler's personal expense and is not reimbursable. All personal items are not covered if damaged or stolen from the rental car.
- The final rental car return receipt/invoice is required when submitting your **TAR**. Because Linfield participates in the Green House Gas/Carbon Footprint Emissions program, Credit card receipts are not sufficient for reimbursement as they do not provide enough information.

Other Transportation Costs

- Taxi or other transportation services, where appropriate, will be reimbursed if properly substantiated by original receipt.
- When travel calls for an extended time out of town, such that the cost of long term parking at an airport is greater than an airport shuttle, it is expected shuttle service will be utilized.
- Airport and hotel shuttles often provide a cost effective alternative to taxis, other transportation services or rental cars and should be utilized whenever possible.
- Private limousine service will not be reimbursed, except when the cost of shared service is less than the cost of a taxi or shuttle and this must be documented.
- Parking costs will be reimbursed if properly substantiated by receipts.
- Long-term/remote site parking should be utilized if a personal car is used to travel to an airport.
- Bridge and turnpike tolls will be reimbursed if properly substantiated by receipts or documentation listing the amount and location of the toll paid.

6. TRAVEL ADVANCES

Travel advances may be requested for those employees who do not have a University credit card and have their supervisor's approval. Please request these advances two weeks in advance of the trip from the Accounts Payable website link using the **TAR** form.

Travel Advance or Expense Reimbursement (TAR) form must include:

- The original signature of the employee submitting the report.
- The original signature of the supervisor approving the report.
- Description of the business purpose for travel, location and benefit to Linfield University.
- Advances will only be given to employees of the University.
- Travel advances are issued to cover out-of-pocket business travel and reimbursable expenses expected to be incurred by employees while conducting University business. However, actual mileage is requested as an expense reimbursement after travel is complete (not in advance).
- Travel advance cannot be used for payment to individuals for services, prizes, or awards.

- International travel requires documentation of the exchange rate at the time funds are exchanged to ensure appropriate reimbursement.
- All funds advanced must be properly accounted for or returned within 30 days after the completion of the trip or event. Employees are personally liable for cash advances that are unaccounted for, lost or stolen.
- Do not remit cash with the TAR to Accounts Payable. Any funds remaining after the event from a cash advance should be deposited promptly with the University cashier, crediting the appropriate travel expense account and the receipt should be attached to the updated (after event) **TAR**.
- Employees requiring frequent advances must clear prior advance before requesting a new advance, unless trips are back-to-back.
- Failure to submit your TAR timely may jeopardize future travel advance requests.
- No advance for per diem meals

7. PROCEDURES and COOPERATION

While the employee and the supervisor charged with reviewing the **TAR** are primarily accountable for the integrity and stewardship of expense reporting under this policy, the Business Office is charged with the responsibility of reporting and reconciling employee expense transactions in accordance with University and IRS guidelines. Accordingly, there may be times when request for clarification or additional documentation is required. We appreciate your cooperation with our Accounts Payable department as they strive to carry out their responsibilities and insure consistent adherence to college policies.

8. DISALLOWED – NON-REIMURSABLE EXPENSES

The following expenses are not considered a legitimate business expense of the University and will not be reimbursed:

- Additional costs for spouse or dependent travel unless approved by the President or Board of Trustees.
- Fines for parking or traffic violations.
- Childcare, babysitting, fees to board pets, pet or house sitting.
- Auto repair or auto insurance on personal automobiles.
- Theft, loss or damage of personal property or theft or loss of money.
- Personal membership dues or fees not required for University business.
- Charitable/memorial donations of any type, including contributions to other non-profit endeavors.
- Personal expenses, e.g., clothing, luggage, hotel pet fees, barber, shoe shines, laundry, manicure/pedicure, spa treatments, movies ordered in hotel rooms and other entertainment expense.
- Travel insurance, e.g., flight, baggage or life insurance
- In-flight entertainment or in-flight internet fees unless required for business purposes.
- Collision Damage insurance or Personal Accident insurance on car rentals or additional driver fees.

Travel and Business Expense Policy

Page 8

- Employee gifts, celebratory cakes, cards or flowers, including plants, fruit baskets or other items of congratulations or condolence are generally not paid for by the college.
- Cash gift cards, such as visa gift card redeemable for cash.
- Non-cash gift cards redeemable for goods or services, such as Starbucks.
- Gift certificates redeemable for goods or services whether (in-store or on-line).

The above list of non-reimbursable items is not considered to be all inclusive.

Links for forms noted in this document:

1. The Travel Advance Expense Reimbursement (TAR) form can be accessed via the following link:
[Travel Advance or Expense Reimbursement](#)
2. [Linfield Credit Card and Employee Agreement Policy](#)
3. [Linfield Transportation Policy](#)
4. [VISA US Bank Online](#)

Date Issued: July 1, 2017

Date Last Revised: August 3, 2022

Responsible Executive:

VP of Finance & Administration

Responsible Office:

Accounting



Date: August 3, 2022

Interim VP of Administration

This Travel and Business Expense Policy and Procedures is hereby approved. This policy is effective immediately and supersedes all previous editions.